



COMMENT RESOLUTION MEETINGS

Review Comment Resolution (RCR): RCR was developed as a Bench Mark Service Initiative to help expedite the review process. RCR is a meeting held between the Developer/Owner (Applicant) and their agents and the LDD assigned Plan Reviewer to clarify and reach agreement as to how the Applicant intends to address plan review deficiency comments so the next re-submittal can most likely be found “In General Compliance”. Whether the RCR is optional or required, as defined below, the purpose of RCR is to reach an agreement prior to next submittal. There are two types of RCR:

Optional RCR – After the Applicant receives and reviews the LDD Plan Reviewer’s deficiency comments from the first submittal review, the Applicant may **OPTIONALLY** choose to schedule an RCR with the Plan Reviewer for the purpose of explaining how they plan to address the deficiencies so that the first resubmittal (second submittal) will likely be found “In General Compliance”. The applicant must bring a draft copy of the comment response letter with draft plan revisions to the RCR so proposed plan revisions can be discussed and agreement reached on resolution approach. While this is not a guarantee of the final disposition of the next review, it is intended to expedite the review process.

Required RCR - When the second submittal (first resubmittal) fails to satisfactorily address all review deficiency comments from the first submittal review, the LDD Plan Reviewer will schedule a mandatory RCR with the applicant to discuss what issues were not adequately addressed. This should assure that the third submittal (second resubmittal) adequately addresses the items not addressed in the prior submittal and to resolve noncompliance issues. A resubmittal fee, as authorized by Ordinance Nos. 080766, 080903, and City Manager Update thereto, will be added to the permit fees as part of the second resubmittal.

Questions on, or interpretations of, plan review deficiency comments and issues concerning compliance with the Code of Ordinances (see adopted Standards, Codes and Ordinances via links on the Process Overview page) should be referred to the LDD Plan Reviewer prior to the RCR meeting. RCR meeting resolutions will be documented by the LDD Plan Reviewer.